

15-003.01B Application Requirements: An applicant may construct an application or obtain an application form from the Department. The application must include:

1. Full name of the service to be licensed, street and mailing address, telephone and facsimile number, if any;
2. Type of service to be licensed;
3. Name and address of the licensee;
4. Mailing address for the owner;
5. The preferred mailing address for receipt of official notices from the Department;
6. List of names and addresses of all persons in control of the respite care. The list must include all individual owners, partners, limited liability company members, and members of boards of directors owning or managing operations, and any other persons with financial interests or investments in the respite care service. In the case of publicly held corporations, only those stockholders who own 5% or more of the company's stock must be listed;
7. The legal name of the individual or business organization (government, corporation, partnership, limited liability company, or other type) to whom the license should be issued and a statement that such individual or organization accepts the legal responsibility for compliance with these regulations;
8. Applicant's social security number if the applicant is an individual; (To ensure social security numbers are not part of public records and are used only for administrative purposes, applicants may submit social security numbers in a separate document.)
9. Applicant's federal employer identification number, if not an individual;
10. Signatures by:
  - a. The owner, if the applicant is an individual or partnership
  - b. Two of its members, if the applicant is a limited liability company
  - c. Two of its officers, if the applicant is a corporation, or
  - d. The head of the governmental unit having jurisdiction over the facility or services to be licensed, if the applicant is a governmental unit.
11. A copy of the registration as a foreign corporation filed with the Nebraska Secretary of State, if applicant is a foreign corporation; and
12. The required licensure fee specified in 175 NAC 15-004.08.

EFFECTIVE DATE  
May 18, 2003

NEBRASKA HEALTH AND HUMANS SERVICES  
REGULATION AND LICENSURE

175 NAC 15

15-003.01B1 An applicant for a free standing respite care service site must also include the following as part of the application:

1. Copies of zoning approval from the relevant jurisdiction; and
2. Occupancy certificates issued by the State Fire Marshal or delegated authority.

15-003.01C Department Responsibilities: The Department must:

1. Review the application for completeness;
2. Provide notification to the applicant of any information needed to complete the application;
3. Confirm, either by Department review or by accepting certification from an architect or engineer, that the schematic plans and, if new construction, the construction plans meet the standards of 175 NAC 15-007;
4. Upon receipt of the requested information, conduct an on-site inspection in accordance with 175 NAC 15-005 prior to the issuance of a license; and
5. Issue or deny a license based on the results of the initial inspection.

15-003.01D Denial of License: See 175 NAC 15-008.01 and 15-008.02 for grounds and procedures for the Department's denial of an initial license.